SECTOR
eCollision Process Flow Business Assumptions
Version 1.0

Washington State Department of Transportation

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Disclaimer

The contents of this document are current as of the date shown. Efforts are currently underway to re-design the officer and citizen collision report forms. This may result in some existing data fields being revised, or new data fields being added.

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The numbers below correspond to the numbered steps on the SECTOR High Level Collision Process Flow Chart v2.2:

1.
   a) The e-collision application that is used in the officer's car (client) must have the same capabilities as what is used in the precinct/detachment office.

2.
   a) Officers must be able to submit the initial e-collision report or an update (supplemental) from both their car (client) as well as the precinct/detachment office.
   b) There needs to be a begin shift/end shift function that executes between the client and office applications.
   c) The officer needs the ability to retrieve an existing e-collision report to add supplemental or updated information. The client or office application must be able to transfer the key information from the initial report to the supplemental report (i.e., unique identifier, etc.). If the initial report has not yet been transmitted to the statewide messaging network, the initial and supplemental reports must both be transmitted to the statewide messaging network. If however the initial report has already been transmitted, then only the supplemental report would be transmitted to the statewide messaging network.
   d) The officer needs the ability to save an incomplete e-collision report as pending on both the client and office application.
   e) For collisions investigated by non-State Patrol law enforcement, digits 3-7 of the ORI# + the local agency case# will be used to uniquely identify an e-collision report.
   f) For collisions investigated by the State Patrol, the 6-digit incident# + the collision date will be used to uniquely identify an e-collision report. The 6-digit incident# must be extracted from the 15-digit CAD# assigned by the State Patrol when the trooper is dispatched to the collision. (Will need follow-up information as to how the 6-digit incident# will be transmitted from WSP CAD to e-collision client.) The 6-digit incident# is sequentially assigned each day; at the start of the next day, the counter is reset to zero and the numbers are repeated.
   g) Officers will need to be able to generate activity reports and possibly other reports on the client and office application. (Reports are yet to be identified by the officers – this could include (1) a paper data collection form that an officer uses when it is not feasible to use a computer for data entry; (2) a motorist exchange of information form; and (3) a summary report listing key fields such as collision date and time, case or incident number for each e-collision that was created. Another possible starting point for these reports would be the forms that are used in the fatal collision packet.)
   h) It is assumed that the normal mode of transmission for e-collision reports between the officer (client) and their supervisor (office) will be via encrypted USB drive or similar media during a begin shift/end shift function. In addition, the e-

collision application must be able to support wireless mode, when available, for submittal and review of e-collision reports.

i) Once an e-collision report has been completed and submitted by an officer for approval by their supervisor, it is assumed that the record will not remain on the officer's client. However, the officer must still be able to access the collision report through their local agency's back office repository if they need to do an update/supplemental. In addition, if an officer has not completed an e-collision report, he or she can indicate the report is pending. Pending reports could be transmitted to the supervisor, but would also still remain on the officer's client until the status is changed to completed. The pending reports that are transmitted to the supervisor are for information only, and could be used by the supervisor to monitor officer workload. A pending report can never be released to the statewide messaging network.

3.

a) Supervisor must be able to review all initial and supplemental e-collision reports that are submitted before the record can precede any further.
b) If supervisor approves an e-collision report, the record continues forward in the process. If supervisor disapproves e-collision report, the record is sent back to the officer for correction. The supervisor must be able to annotate or attach notes to the disapproved e-collision report. Once approved, these annotations/notes will be removed.
c) The office application will have the same functionality as that of the client application: an e-collision or supplemental report can be initiated, statistical reports run, and collision reports printed out.

4.

a) It is assumed that the normal mode of transmission for e-collision reports between the supervisor (office) and the officer (client) will be via encrypted USB drive or similar media during a begin shift/end shift function. In addition, the e-collision application must be able to support wireless mode, when available, for submittal and review of e-collision reports.

5.

a) Once an e-collision has been approved by the supervisor, it is stored in the local agency's back office repository. On a regular basis, all new and supplemental e-collisions are transmitted to the statewide messaging network. An e-collision may also pass through a local agency RMS first before entering the statewide messaging network in order to improve the quality of the collision location information, provided that this does not unduly delay the e-collision, e.g., no more than 4 days.
b) If the local agency RMS will cause an excessive delay in transmitting the e-collision record to the statewide messaging network, then the record will have to be simultaneously released to both systems.

6.
   a) A local agency may use their back office repository to run queries and produce reports, using only those collision records that have (1) been successfully transmitted to WSDOT, (2) passed WSDOT's business edits, (3) received a 7-digit collision report number from WSDOT, and (4) had this report number transmitted to the local agency's back office repository.

7.
   a) The e-collision report will use an XML schema for data transfer from the back office repository into the statewide messaging network.
   b) If this is an update to an existing e-collision report, the update report must be associated with the existing report's 7-digit collision report number, and the update report must also be populated with this same 7-digit number.

8.
   a) If the e-collision report does not pass WSDOT's business edits, then the report is rejected and a log is created. A rejected message is sent back to the originating local agency, via the statewide messaging network.

9.
   a) If the e-collision report passes WSDOT's business edits, and it is a new report, then a 7-digit collision report number is assigned. If this is an update to an existing report, then it should already have a 7-digit collision report number.
   b) WSDOT will build and maintain the sequential numbering table/function used by the messaging network and will be using the 7-digit numbering schema as the unique identifier of the e-collision record and image within WSDOT's collision records and image databases.
   c) Once the e-collision report has been approved by WSDOT, an approved message, along with the 7-digit collision report number, is sent back to the originating local agency, via the statewide messaging network.
   d) Once the e-collision report has been approved by WSDOT, it is transmitted to DOL via the statewide messaging network.

10.
   a) Upon receipt at DOL, the e-collision report is loaded into the DOL driver's database and stored with the 7-digit collision report number. This 7-digit number must be displayed when the e-collision image is viewed or printed, and must also populate the DOL drivers' database.
   b) Collision data is used by DOL to determine financial responsibility.
   c) DOL needs to develop a post-condition document further describing what happens to the e-collision data and image when it arrives at DOL.

11.
   a) Once the e-collision report has been approved by WSDOT, it is rendered to an image and stored in WSDOT's image repository with the 7-digit collision report number. This 7-digit number must be displayed when the e-collision image is viewed or printed. In addition, the collision data, including the 7-digit number, is loaded into the WSDOT collision database.
   b) WSDOT needs to develop a post-condition document further describing what happens to the e-collision data and image when it arrives at WSDOT.

12.
   a) WSP accesses WSDOT's collision image repository to retrieve and print copies of collision reports for public disclosure.

13.
   a) Collision report is viewed from WSDOT's collision image repository, and additional data is entered into the collision database by WSDOT.

14.
   b) WSDOT will continue to provide data feeds to local and state agencies.

Parking Lot Issues

GIS/GPS locating – the ability to do this will vary greatly among jurisdictions. A flexible approach must be taken to accommodate a large number of possible methods. The ultimate goal is to have each collision associated with x y coordinates. This could be accomplished by taking advantage of the GIS database being developed by the WA-Trans project.

Local Agency RMS – decisions must be made as to what length of delay will be permitted before an e-collision must be transmitted to the statewide messaging network. RCW 46.052.030 states that a collision report must be submitted within four days of the collision, and that once an agency has received the report, the original of the report shall be immediately forwarded to the State Patrol in Olympia.